# Instructions to Form BTA1213 – Guide for Articles of Correction to the Articles of Trust of a Domestic Business Trust

Filing Requirements					
Pay all fees and penalties before submitting this application to the Commission. If the Commission issues the articles of correction on or before the annual registration fee due date, payment of the registration fee for the current year is not required.					
Required Fees	Filing Fee: \$25.00				
File Online Today		Paper Filing			
Visit <a href="https://cis.scc.virginia.gov">https://cis.scc.virginia.gov</a> to file the articles of correction to the articles of trust in real time.		Download from <a href="https://scc.virginia.gov/pages/Virginia-Business-Trusts">https://scc.virginia.gov/pages/Virginia-Business-Trusts</a> complete, print, and mail or deliver to below address:			
Questions? Visit the CIS help page at <a href="https://scc.virginia.gov/pages/CIS-Help">https://scc.virginia.gov/pages/CIS-Help</a> for how-to guides, answers to frequently asked questions, and helpful videos.		State Corporation Commission Clerk's Office P.O. Box 1197 Richmond, VA 23218-1197	Courier Delivery Address 1300 E. Main St, 1 <sup>st</sup> floor Richmond, VA 23219		
Pay online with a credit card or eCheck. No additional processing fees apply for filing online.		Include a check payable to State Corporation Commission. <b>DO NOT SEND CASH</b> .			

Guideform BTA1213 has been produced by the Commission as a guide to help you prepare the business trust's articles of correction. Please note, however, that a marked-up version of this guideform **will not** be accepted. You must separately type and prepare your articles, using this form as a guide, inserting appropriate information and omitting all inapplicable text (like the header, seal of the Commission and the italicized portions).

A business trust may file articles of correction at any time only to **correct** a name or address specified in the articles of trust.

The articles must set forth the manner by which the correction was adopted on behalf of the business trust. In paragraph 4, select the manner of adoption from Options A, B **or** C. See § 13.1-1213 of the Code of Virginia.

The articles must be signed by a trustee or by an officer of the business trust, or if the business trust is in the hands of a receiver, trustee, or other court-appointed fiduciary, by that fiduciary. See § 13.1-1202 of the Code of Virginia.

It is a Class 1 misdemeanor for any person to sign a document he or she knows is false in any material respect with intent that the document be delivered to the Commission for filing. See § 13.1-1205 of the Code of Virginia.

#### **NOTE**

The registered office and/or registered agent cannot be changed by filing a correction to the articles of trust. This change must be accomplished by filing a statement of change of a registered office and/or registered agent on form BTA1221, which can be **filed online** in real time by visiting our website at <a href="https://cis.scc.virginia.gov">https://cis.scc.virginia.gov</a>. A request for a paper version of this form can also be made via the Commission's website at <a href="https://scc.virginia.gov/pages/Online-Forms-Request.">https://scc.virginia.gov/pages/Online-Forms-Request.</a>. No fee is associated with the filing of a statement of change.

#### **Important Information**

The articles must be in the English language, typewritten or legibly printed in black, using the following guidelines:

- use solid white paper
- one-sided
- size 8 1/2" x 11"
- no visible watermarks or background logos
- minimum 1.25" top margin and 0.75" all other sides

Do not include Personally Identifiable Information, such as a Social Security number, in a business entity document submitted to the Office of the Clerk for filing with the Commission. Information in these documents is available to the public. For more information, see Notice Regarding Personally Identifiable Information at <a href="https://www.scc.virginia.gov/clk">www.scc.virginia.gov/clk</a>.



## Guide for Articles of Correction to the Articles of Trust of a Domestic Business Trust

### ARTICLES OF CORRECTION OF

	(business trust's name as cui	rently o	on record with the SCC)		
	indersigned, on behalf of the business trust set 2 of the Code of Virginia, states as follows:	et forth	n below, pursuant to Title 13.1, Chapter 14,		
1.	The name of the domestic business trust is _	(name	e currently on record with the SCC) .		
2.	(Set forth a statement of the nature of the error necessitating each correction.)				
3.	(Set forth the text of each correction. <b>NOTE</b> : Articles of correction can correct only a name of address specified in the articles of trust.)				
4.	(Set forth the manner by which the correction(s) was (were) adopted on behalf of the business trust; only set forth the applicable option listed below.)				
	The correction(s) to the articles of trust was (were) adopted:				
	Option A: By all of the trustees [or, by the sole trustee].				
	Option B: By a majority vote of the trustees entitled to vote.				
	Option C: In accordance with the articles of trust.	trust [	or the governing instrument] of the business		
Execu	ited in the name of the business trust by:				
	(signature)		(date)		
(printed name)			(title)		
(business trust's SCC ID no.)			(telephone number (optional))		

(The execution must be by a trustee or by an officer of the business trust, or if the business trust is in the hands of a receiver, trustee, or other court-appointed fiduciary, by that fiduciary.)

THIS FORM IS TO BE USED AS A GUIDE ONLY.